



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Class Specification and Salary Range for Park Project Coordinator

MEETING DATE: September 6, 1995

SUBMITTED BY: Personnel Director

RECOMMENDED ACTION: To approve the class specification and salary range for Park Project Coordinator.

BACKGROUND INFORMATION: The City has committed itself to a high level of capital improvement over the next five years to promote conditions for economic development and business retention. As a result, the volume of capital improvement projects to be managed by the Parks Division will increase. The Park Project Coordinator will ensure that projects built by the City are in compliance with all relevant specifications, codes, standards, regulations and safety provisions. The incumbent in this position will work with staff from various City departments, community groups, official bodies, engineers, landscape architects, contractors and various governmental agencies to complete park projects as designed in the master plan and departmental capital improvement project priority list. This position will be assigned to the General Services bargaining unit.

It is recommended to approve the class specification for Park Project Coordinator with the following monthly salary range:

Step				
<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$2363.06	\$2481.21	\$2605.28	\$2735.54	\$2872.32

FUNDING: Currently funded.

Prepared by Marlon Robbins, Personnel Analyst II

Joanne M. Narloch, Personnel Director

cc: Parks and Recreation Director

APPROVED: _____

THOMAS A. PETERSON
City Manager



recycled paper

RESOLUTION NO. 95-112

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION AND SALARY
RANGE FOR PARK PROJECT COORDINATOR

BE IT RESOLVED, that the Lodi City Council does hereby approve the class specification for the Park Project Coordinator, as shown on Exhibit A, attached hereto; and

FURTHER RESOLVED, that the Council hereby approves the following salary range for the Park Project Coordinator position:

PARK PROJECT COORDINATOR

MONTHLY SALARY RANGES

A	B	C	D	E
\$2,363.06	\$2,481.21	\$2,605.28	\$2,735.54	\$2,872.32

Dated: September 6, 1995


I hereby certify that Resolution No. 95-112 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 6, 1995, by the following vote:

AYES: COUNCIL MEMBERS - Davenport, Pennino, Sieglock, Warner
and Mann (Mayor)

NOES: COUNCIL MEMBERS - None

ABSENT: COUNCIL MEMBERS - None

ABSTAIN: COUNCIL MEMBERS - None


JENNIFER M. PERRIN
City Clerk

CITY OF LODI

September 6, 1995

PARK PROJECT COORDINATOR

DEFINITION:

Under general supervision, researches, analyzes, develops and presents a variety of data pertaining to park and recreational facility planning, maintenance and construction; provides assistance in the development and implementation of park projects to City staff, official bodies, contractors, consultants, outside agencies, community service organizations and the general public.

SUPERVISION EXERCISED AND RECEIVED:

Receives general supervision from the Parks Superintendent.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Prepares and develops general and detailed land use and development plans for parks and recreation facilities.
- Prepares construction drawings, specifications and cost estimates for construction projects.
- Oversees projects while under construction.
- Reviews, checks and evaluates plans, drawings, studies and reports prepared by outside consultants and other agencies.
- Serves as a Department representative; interprets and explains existing and proposed development activities before public groups and official bodies; acts as an advisor to special interest and community groups as related to park design programs; assists in the determination of park and recreation needs.
- Participates in the selection process for consultants; prepares performance specifications and estimates budgets.
- Assembles a variety of information and data for staff reports and studies.
- Assists in the review and coordination of consultants and contractors engaged in the preparation of site and facilities plans and construction; determines field adjustments; recommends substitutions and change orders; reviews progress payments.
- Facilitates public park planning and pre-construction meetings.
- Acts as project coordinator for department and service club projects.
- Develops and maintains all department construction files.
- Maintains Parks and Recreation Capital Improvement Project budget and files.
- Works with other City departments in the planning, design, and construction of park grounds and facilities.

EXAMPLES OF DUTIES: (Cont'd)

Researches and prepares state and federal grant applications; administers approved grants; prepares related summary and statistical reports.
Prepares requests for proposals; develops plans and specifications for bid documents; prepares information for Council on requests for bids, award of bids and final acceptance.
Ensures all facilities, grounds, and projects are in compliance with relevant codes, standards, plans, specifications, contracts and City, State and Federal regulations
Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Current issues and sources of information related to park development, park community needs, and land use.
Principles and practices and techniques of grant application preparation and contract administration.
Park and facility construction principles, practices, methodology and materials,.
Budgeting procedures and techniques.
Park maintenance and operations.
Basic irrigation practices.
Federal, State, County and City ordinances, legislation and regulations which impact park planning and construction.
Construction codes and ordinances.
Principles of construction contract negotiation and administration.
Computer word processing and drafting software.
Drafting methods, techniques and equipment including computer aided drafting.

Ability to:

Operate a variety of standard and specialized office equipment and tools such as a personal computer, blueprint machine, calculator, and drafting instruments.
Prepare effective grant proposals and administer grant awards.
Administer a variety of construction contracts ensuring project compliance with applicable plans, specifications and regulations.
Analyze and compile technical and statistical information and prepare reports.
Work independently.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective and cooperative relationships with those contacted during the course of work.

Ability to: (Cont'd)

Make effective presentations and conduct meetings with the public, City officials, and community service organizations.

Read, calculate and apply a variety of mathematical formulas.

Interpret and apply a variety of codes, ordinances, regulations and standards.

Prepare construction estimates, contract specifications, and various related documents and reports.

Utilize and interpret technical terminology for communication with professionals in the engineering, construction, planning and landscape architectural fields.

Prepare neat and accurate construction plans, drawings and diagrams.

Interpret engineering maps, plans, construction standards and legal descriptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school supplemented by courses in drafting, construction technology, park planning and design, horticulture, or a related field.

Experience:

Two years of subprofessional engineering office or field work; or two years of responsible experience in park planning, design or construction.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.